

Mental Health Assistant User Manual



**December 2020
Revised: October 2021
Version 1.6**

**Department of Veterans Affairs
Office of Information and Technology (OIT)
Product Development**

Revision History

Date	Revision	Description	Author(s)
October 2021	1.6	YS*5.01*182 MHA Computerized Adaptive Testing. Adds the capability for Computerized Adaptive Testing (CAT) and Computerized Adaptive Diagnosis (CAD) to the web version of MHA. Update to 2.2. New sections are 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 2.3.6, 2.3.7, 2.3.8, 2.3.9, 2.3.10, 2.3.11, 2.3.12, 2.3.13, 2.3.14, 2.3.15, 2.3.16, 2.3.17, 2.3.18, 2.3.19, 2.3.20, 2.3.21, and 2.3.22. New figures are 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, and 61.	Liberty IT Solutions
July 2021	1.5	YS*5.01*178 MHA Web Staff Entry Update. Store and retrieve last used settings when creating an assignment, store and retrieve Favorite Instrument List, 508 defect fixes. New sections are 2.1.1, 2.1.10, 2.1.14. Added screenshots for updates to application, new figures are 7, 8, 11, 12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 34.	Liberty IT Solutions
June 2021	1.4	YS*5.01*179 MHA Web Staff Entry CCOW Integration. See 2.1	Liberty IT Solutions
March 2021	1.3	YS*5.01*158. Remove references to “PaSE” and replace with “MHA Web”.	Booz Allen Hamilton
February 2021	1.2	Revised/added screenshots for updates to application	Booz Allen Hamilton
January 2021	1.1	Revised/added screenshots for updates to application	Booz Allen Hamilton
December 2020	1.0	Initial creation of MHA Web User Manual	Booz Allen Hamilton

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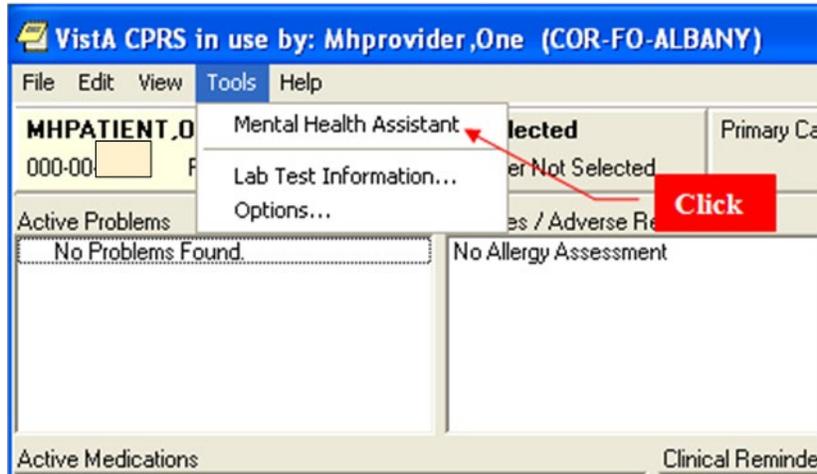
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1. MHA Web Application User Manual Content

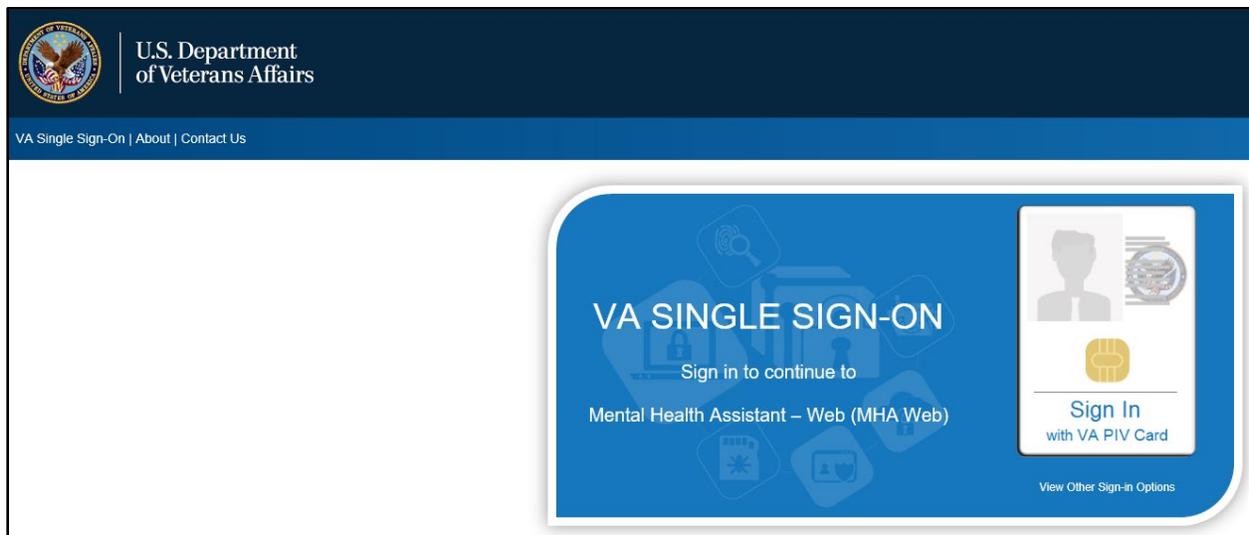
Click on the **MHA Web** option located on the Computerized Patient Record System (CPRS) **Tools** menu item to start Mental Health Assistant – Web (MHA Web). The VA Single Sign-On page is displayed.

Figure 1: Mental Health Assistant



NOTE Patient name must be verified before entering questionnaire data.

Figure 2: VA Single Sign-on

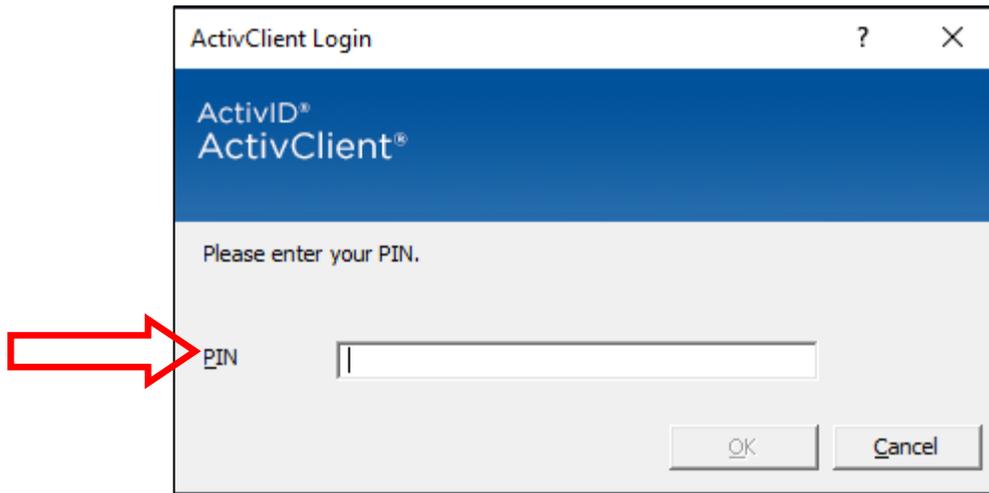


There are 3 options for signing into the application using the VA Single Sign-On page:

- VA Personal Identity Verification (PIV) Card
- Windows Authentication
- VA Network ID

The most common single sign-on used is the VA PIV Card validating user credentials with their VA PIV Card personal identification number (PIN).

Figure 3: VA PIV Card PIN



The Windows Authentication sign-on option uses user credentials that were validated on initial login to the VA network to validate their credentials/access to the application. The sign-in method used the least is the VA Network ID option, which is disabled for most users. This option requires a PIV exemption in order to gain access to the application.

Figure 4: VA Network ID Option

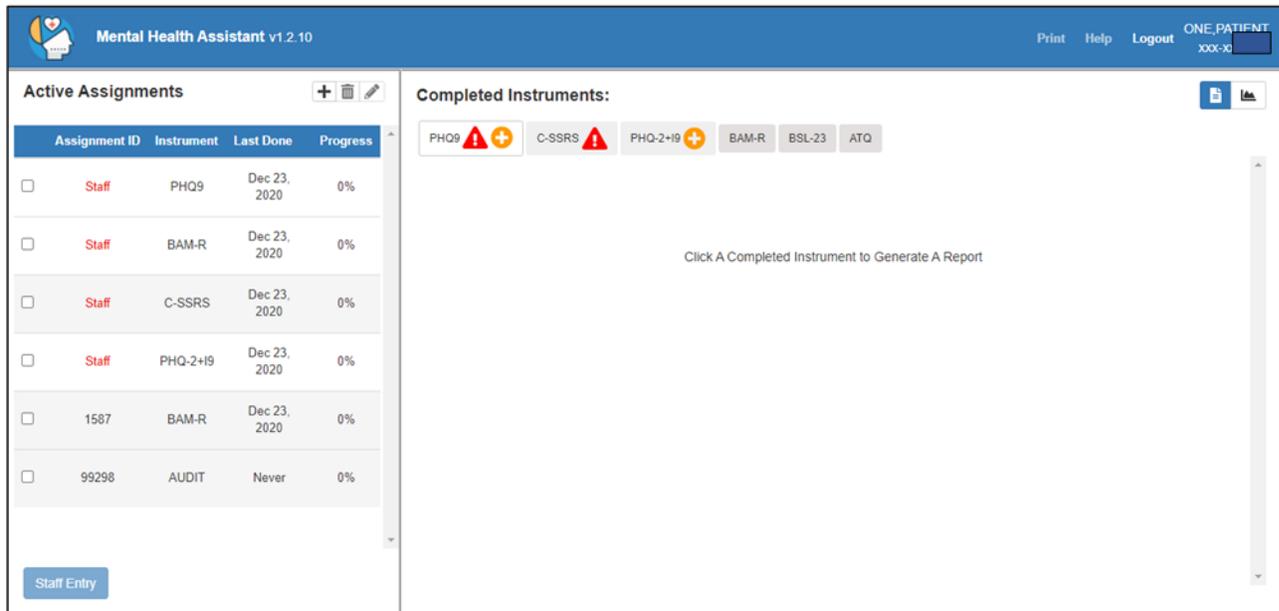


2. Mental Health Assistant – Main Web Page Sections

The **Mental Health Assistant – Web (MHA Web)** is divided into three sections. These sections are:

- MHA Web Header
- Active Assignments
- Completed Assignments

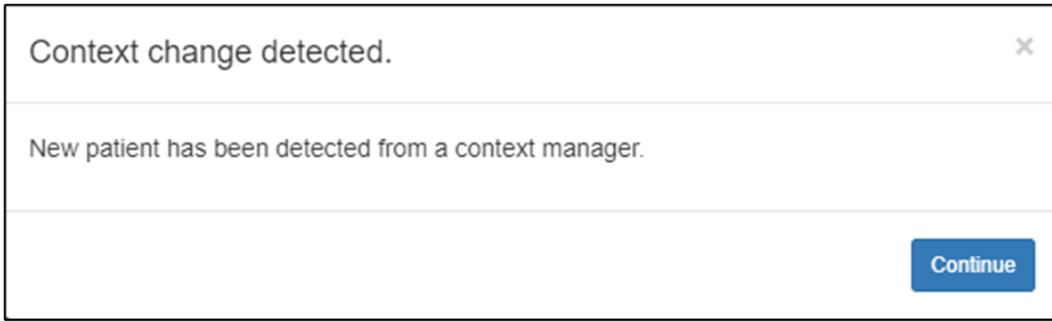
Figure 5: Mental Health Assistant – Web Main Page



2.1. MHA Web Header

The MHA Web Header displays the currently selected patient’s name and last 4 numbers of their social security number (SSN), along with **Print** and **Help** buttons. All functions performed in MHA Web apply to this patient. This patient is the same as the one selected in CPRS and will remain synchronized with CPRS even when another patient is selected. In the event a new patient is selected in CPRS, MHA Web automatically updates the header information and patient assignment detail to the new patient. The user is provided a warning modal that informs them of the context change and requires the user to acknowledge the change.

Figure 6: Context Change



2.1.1. Logout

The MHA Web application contains a **Logout** button that should be used every time the user is leaving the application. This re-directs the user to the Identity and Access Management (IAM) logout page, click **Logout** on this page as well. Do NOT close the browser using the **X / Close** button in the upper-right corner from within MHA Web. This ensures the application exits properly.

Figure 7: Logout Button

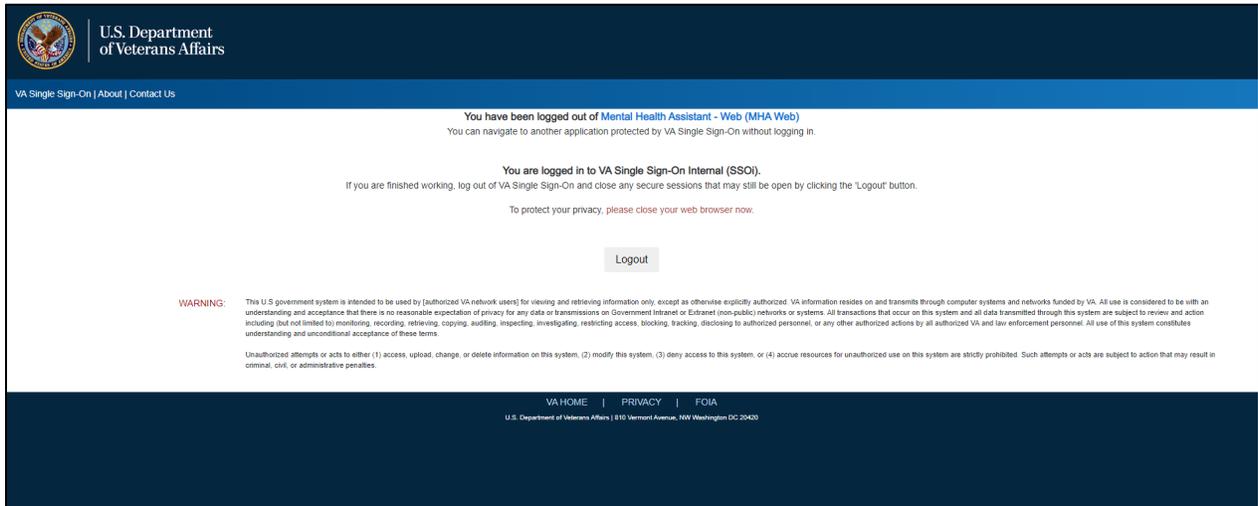
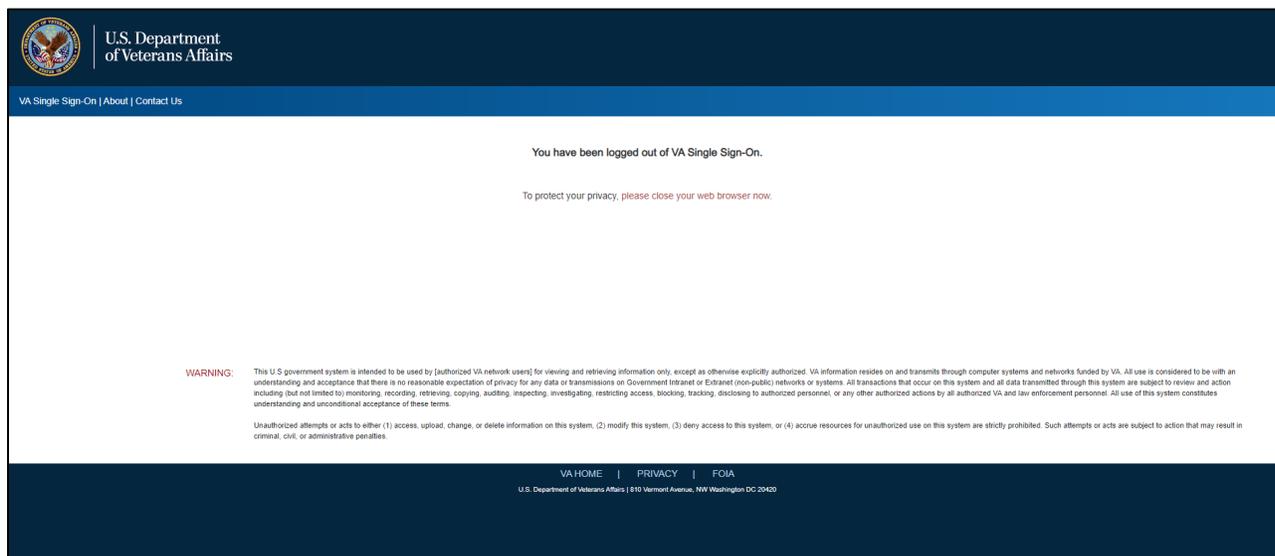


Figure 8: Logged Out Screen



2.1.2. Active Assignments

The Active Assignments table displays all staff and patient entry assessments that have been assigned to the patient. These assignments can be edited, executed, or deleted, based on situational requirements. Reference the **Edit an Assignment** and **Delete an Assignment** sections of this document for more detail.

Figure 9: Active Assignments Table

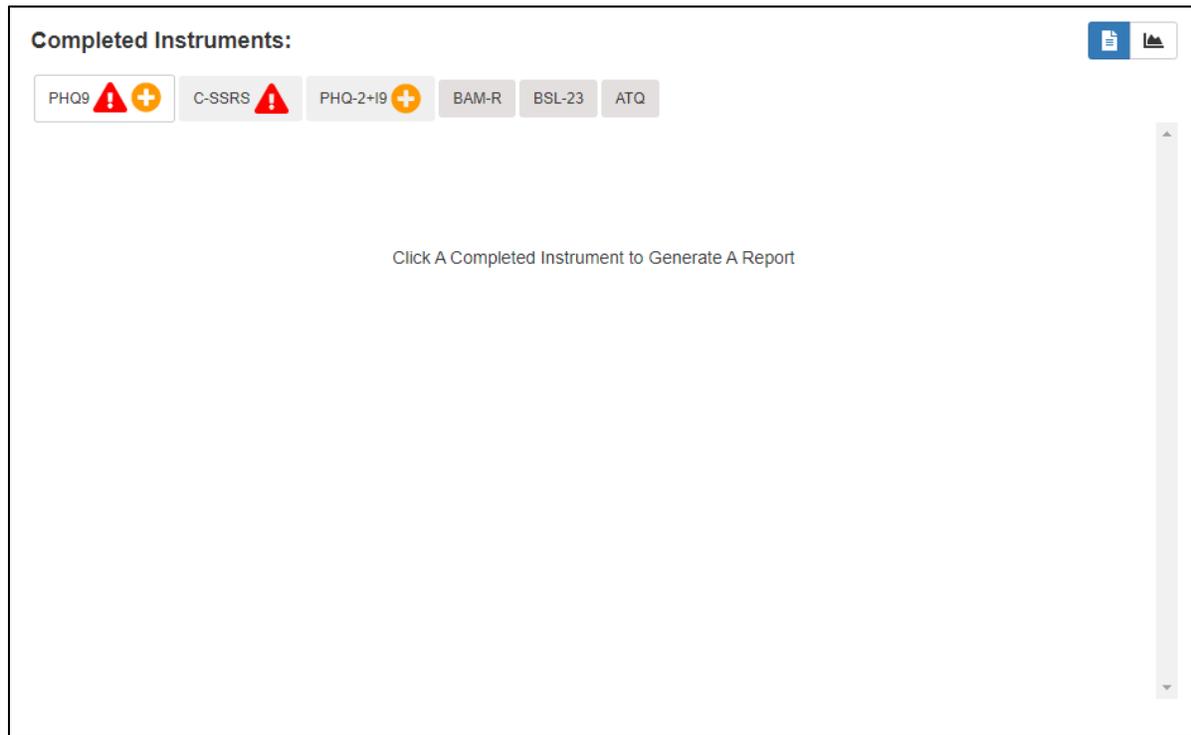
Active Assignments				
	Assignment ID	Instrument	Last Done	Progress
<input type="checkbox"/>	Staff	PHQ9	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	BAM-R	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	C-SSRS	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	PHQ-2+I9	Dec 23, 2020	0%
<input type="checkbox"/>	1587	BAM-R	Dec 23, 2020	0%
<input type="checkbox"/>	99298	AUDIT	Never	0%

Staff Entry

2.1.3. Completed Assignments

The **Completed Assignments** section displays all instruments that have been completed by a patient. To see the history of a specific instrument, select the instrument and then select the desired date from the list of dates that appears on the left side of the instrument report field.

Figure 10: Completed Assignments Field



2.2. Creating and Executing a non-CAT Assignment

MHA Web provides users the ability to create assignments for patients via Computerized Adaptive Testing (CAT) or non-CAT. To create an assignment with non-CAT instrument(s), the user must select the **Add Assignment** icon  above the **Active Assignments** table, this action causes a new screen to appear. This is the **Assign Assessment** modal which is used for assigning instrument(s) to a patient and completing the assignment creation process. This modal is also the starting point for a staff entered assessment. This is covered in greater detail in the **Executing a Staff Entry Assignment** section of this document.

Figure 11: Assign Assessment Modal

Assign Assessment ✕

<p>Favorites</p> <p><input type="checkbox"/> CAT-ADHD</p> <p><input checked="" type="checkbox"/> D.BAS</p> <p><input checked="" type="checkbox"/> PHQ9</p> <p>ADL/Func Status +</p> <p><input type="checkbox"/> BARTHEL INDEX</p> <p><input type="checkbox"/> CASE MIX</p> <p><input type="checkbox"/> FAST</p> <p><input type="checkbox"/> IADL</p> <p>Addiction-SUD +</p> <p><input type="checkbox"/> AUDC</p> <p><input type="checkbox"/> AUDIT</p> <p><input type="checkbox"/> BAM-C</p> <p><input type="checkbox"/> BAM-IOP</p> <p>Anxiety/PTSD +</p> <p><input type="checkbox"/> BAI</p> <p><input type="checkbox"/> CAT-ANX</p> <p><input type="checkbox"/> CAT-PTSD</p> <p><input type="checkbox"/> CES</p> <p>CAT/CAD +</p> <p><input type="checkbox"/> CAD-MDD</p> <p><input type="checkbox"/> CAT-ADHD</p> <p><input type="checkbox"/> CAT-ANX</p> <p><input type="checkbox"/> CAT-DEP</p> <p>Cognitive +</p> <p><input type="checkbox"/> AD8</p> <p><input type="checkbox"/> BOMC</p> <p><input type="checkbox"/> CDR</p> <p>—</p>	<p>Depression +</p> <p><input type="checkbox"/> ATQ</p> <p><input type="checkbox"/> BDI2</p> <p><input type="checkbox"/> CAD-MDD</p> <p><input type="checkbox"/> CAT-DEP</p> <p>EBP +</p> <p><input type="checkbox"/> AAQ-2</p> <p><input type="checkbox"/> ATQ</p> <p><input type="checkbox"/> B-IPF</p> <p><input type="checkbox"/> CEMI</p> <p>Employment</p> <p><input type="checkbox"/> ERS</p> <p><input type="checkbox"/> IJSS</p> <p>Frequent MBCs +</p> <p><input type="checkbox"/> BASIS-24</p> <p><input type="checkbox"/> ISS-2</p> <p><input type="checkbox"/> PCL-5 WEEKLY</p> <p><input checked="" type="checkbox"/> PHQ9</p> <p>General Symptoms +</p> <p><input type="checkbox"/> BASIS-24</p> <p><input type="checkbox"/> BSL-23</p> <p><input type="checkbox"/> BUSS</p> <p><input type="checkbox"/> CCSA-DSM5</p> <p>Pain</p> <p><input type="checkbox"/> AD8</p> <p>Pain / Health +</p> <p><input type="checkbox"/> BBHI-2</p> <p><input type="checkbox"/> COPD</p> <p><input type="checkbox"/> ETND</p>	<p>Psychosis</p> <p><input type="checkbox"/> AIMS</p> <p><input type="checkbox"/> BASIS-24</p> <p>PSYCHOSIS</p> <p><input type="checkbox"/> BPRS</p> <p><input type="checkbox"/> BPRS-A</p> <p>Quality of Life +</p> <p><input type="checkbox"/> B-IPF</p> <p><input type="checkbox"/> NPO-Q</p> <p><input type="checkbox"/> PHI</p> <p><input type="checkbox"/> Q-LES-Q-SF</p> <p>Recovery +</p> <p><input type="checkbox"/> BRS</p> <p><input type="checkbox"/> IMRS</p> <p><input type="checkbox"/> ISMI</p> <p><input type="checkbox"/> MHRM</p> <p>Screening +</p> <p><input type="checkbox"/> ACE</p> <p><input type="checkbox"/> ASSIST-NIDA</p> <p><input type="checkbox"/> ASSIST-WHOV3</p> <p><input type="checkbox"/> AUDC</p> <p>Sleep +</p> <p><input type="checkbox"/> CMQ</p> <p><input checked="" type="checkbox"/> D.BAS</p> <p><input type="checkbox"/> ISI</p> <p><input type="checkbox"/> RLS</p> <p>Suicide Prevention +</p> <p><input type="checkbox"/> BHS</p> <p><input type="checkbox"/> BSL-18</p>
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[View All Instruments](#)

Instruments Chosen

D.BAS
PHQ9

▲
▼
🗑️

Add to Favorites
Remove from Favorites

Ordered By*

Interviewer*

Location*

Date

Consult

Cancel
Patient Entry
Staff Entry

The first step to creating an assignment for a patient is selecting the desired instrument(s) for that patient. To select an instrument, the user must ‘check’ the box beside the instrument name. If more than 1 instrument is desired, the user must ‘check’ the box beside all desired instruments. The selection of a non-CAT instrument disables all CAT instruments from selection.

Figure 12: Assign Assessment Modal

Assign Assessment

Favorites

- CAT-ADHD
- D.BAS
- PHQ9

ADL/Func Status +

- BARTHEL INDEX
- CASE MIX
- FAST
- IADL

Addiction-SUD +

- AUDC
- AUDIT
- BAM-C
- BAM-IOP

Anxiety/PTSD +

- BAI
- CAT-ANX
- CAT-PTSD
- CES

CAT/CAD +

- CAD-MDD
- CAT-ADHD
- CAT-ANX
- CAT-DEP

Cognitive +

- AD8
- BOMC
- CDR

Depression +

- ATQ
- BDI2
- CAD-MDD
- CAT-DEP

EBP +

- AAQ-2
- ATQ
- B-IPF
- CEMI

Employment

- ERS
- IJSS

Frequent MBCs +

- BASIS-24
- ISS-2
- PCL-5 WEEKLY
- PHQ9

General Symptoms +

- BASIS-24
- BSL-23
- BUSS
- CCSA-DSM5

Pain

- AD8

Pain / Health +

- BBHI-2
- COPD
- ETND

Psychosis

- AIMS
- BASIS-24 PSYCHOSIS
- BPRS
- BPRS-A

Quality of Life +

- B-IPF
- NPO-Q
- PHI
- Q-LES-Q-SF

Recovery +

- BRS
- IMRS
- ISMI
- MHRM

Screening +

- ACE
- ASSIST-NIDA
- ASSIST-WHOV3
- AUDC

Sleep +

- CMQ
- D.BAS
- ISI
- RLS

Suicide Prevention +

- BHS
- BSI10

Instruments Chosen

- D.BAS
- PHQ9

Add to Favorites Remove from Favorites

Ordered By* Provider,One

Interviewer* Provider,One

Location* MENTAL HYGIENE

Date 07/29/2021

Consult -

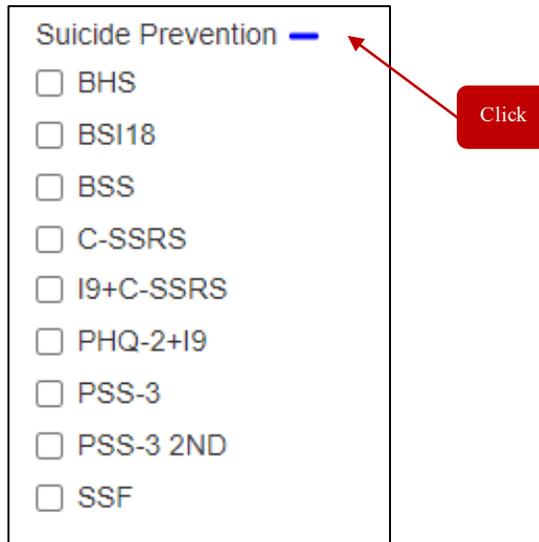
[View All Instruments](#)

Cancel Patient Entry **Staff Entry**

2.2.1. Instrument Categories

The instruments have been sorted into sub-lists under specific categories. If the user is unable to locate the desired instrument for the patient, the user can select the  icon next to a category to expand the list of instruments within that category. Inversely, if the user wants to reduce the list of instruments within a category, they need to select the  icon.

Figure 13: Expanded Category



2.2.2. View All Instruments

If the user does not know which category the instrument(s) they are looking for are associated with, there is a **View All Instruments** option at the bottom of the screen that allows the user to list all available instruments in alphabetical order. To access the full list of available instruments, the user can use the scroll bar to move down the page to find the desired instrument(s).

Figure 14: Expanded Category

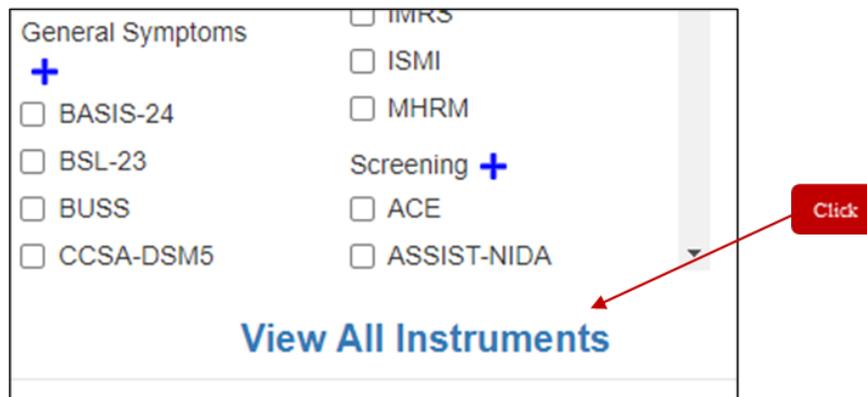
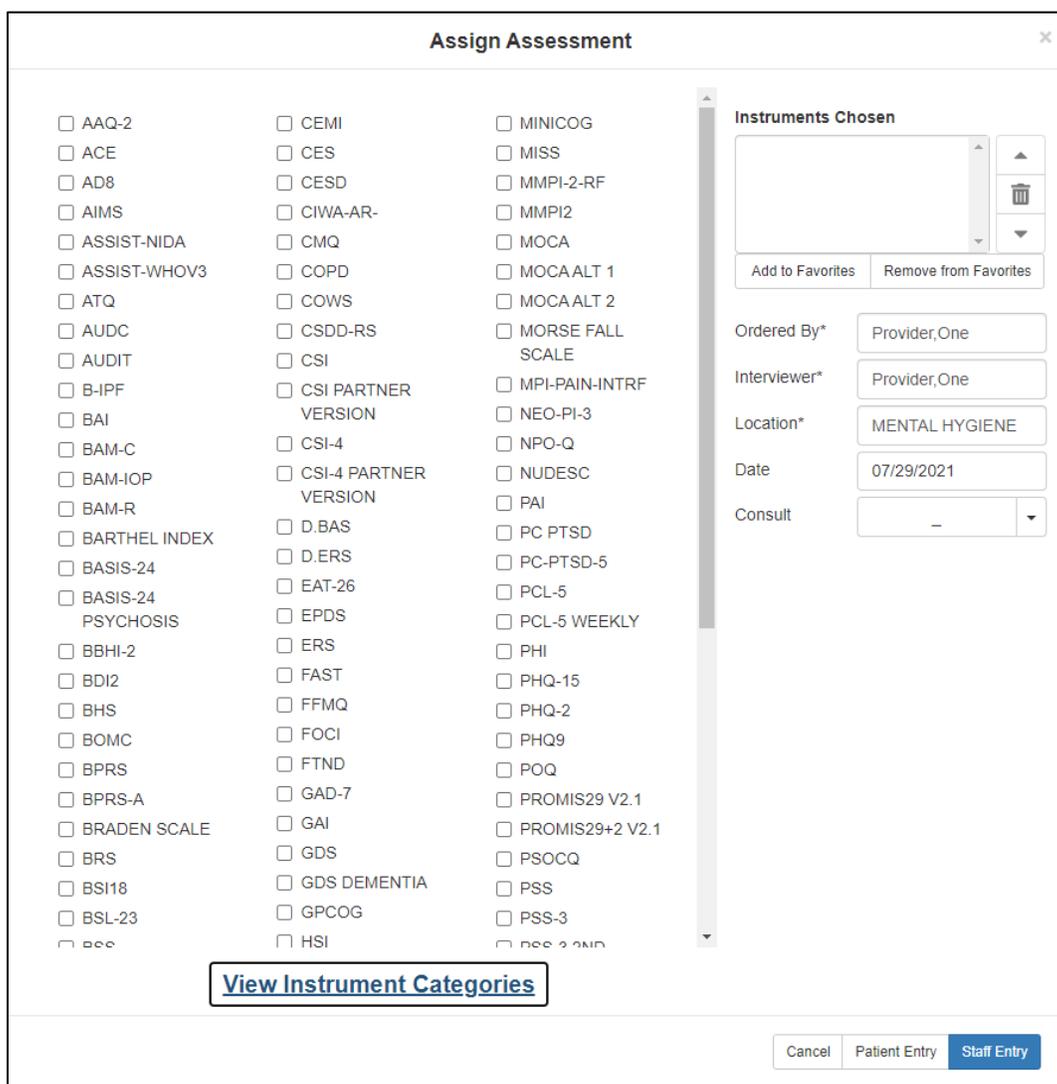


Figure 15: Assign Assessment Modal



2.2.3. View Instruments Categories

Inversely, if the user wants to return to the categorized view of the available instruments, they can select the **View Instrument Categories** option and the modal will return to the original display format.

Figure 16: Assign Assessment Modal

Assign Assessment ✕

<p>Favorites</p> <p><input type="checkbox"/> CAT-ADHD</p> <p><input type="checkbox"/> D.BAS</p> <p><input type="checkbox"/> PHQ9</p> <p>ADL/Func Status +</p> <p><input type="checkbox"/> BARTHEL INDEX</p> <p><input type="checkbox"/> CASE MIX</p> <p><input type="checkbox"/> FAST</p> <p><input type="checkbox"/> IADL</p> <p>Addiction-SUD +</p> <p><input type="checkbox"/> AUDC</p> <p><input type="checkbox"/> AUDIT</p> <p><input type="checkbox"/> BAM-C</p> <p><input type="checkbox"/> BAM-IOP</p> <p>Anxiety/PTSD +</p> <p><input type="checkbox"/> BAI</p> <p><input type="checkbox"/> CAT-ANX</p> <p><input type="checkbox"/> CAT-PTSD</p> <p><input type="checkbox"/> CES</p> <p>CAT/CAD +</p> <p><input type="checkbox"/> CAD-MDD</p> <p><input type="checkbox"/> CAT-ADHD</p> <p><input type="checkbox"/> CAT-ANX</p> <p><input type="checkbox"/> CAT-DEP</p> <p>Cognitive +</p> <p><input type="checkbox"/> AD8</p> <p><input type="checkbox"/> BOMC</p> <p><input type="checkbox"/> CDR</p> <p>—</p>	<p>Depression +</p> <p><input type="checkbox"/> ATQ</p> <p><input type="checkbox"/> BDI2</p> <p><input type="checkbox"/> CAD-MDD</p> <p><input type="checkbox"/> CAT-DEP</p> <p>EBP +</p> <p><input type="checkbox"/> AAQ-2</p> <p><input type="checkbox"/> ATQ</p> <p><input type="checkbox"/> B-IPF</p> <p><input type="checkbox"/> CEMI</p> <p>Employment</p> <p><input type="checkbox"/> ERS</p> <p><input type="checkbox"/> IJSS</p> <p>Frequent MBCs +</p> <p><input type="checkbox"/> BASIS-24</p> <p><input type="checkbox"/> ISS-2</p> <p><input type="checkbox"/> PCL-5 WEEKLY</p> <p><input type="checkbox"/> PHQ9</p> <p>General Symptoms +</p> <p><input type="checkbox"/> BASIS-24</p> <p><input type="checkbox"/> BSL-23</p> <p><input type="checkbox"/> BUSS</p> <p><input type="checkbox"/> CCSA-DSM5</p> <p>Pain</p> <p><input type="checkbox"/> AD8</p> <p>Pain / Health +</p> <p><input type="checkbox"/> BBHI-2</p> <p><input type="checkbox"/> COPD</p> <p><input type="checkbox"/> STND</p>	<p>Psychosis</p> <p><input type="checkbox"/> AIMS</p> <p><input type="checkbox"/> BASIS-24</p> <p>PSYCHOSIS</p> <p><input type="checkbox"/> BPRS</p> <p><input type="checkbox"/> BPRS-A</p> <p>Quality of Life +</p> <p><input type="checkbox"/> B-IPF</p> <p><input type="checkbox"/> NPO-Q</p> <p><input type="checkbox"/> PHI</p> <p><input type="checkbox"/> Q-LES-Q-SF</p> <p>Recovery +</p> <p><input type="checkbox"/> BRS</p> <p><input type="checkbox"/> IMRS</p> <p><input type="checkbox"/> ISMI</p> <p><input type="checkbox"/> MHRM</p> <p>Screening +</p> <p><input type="checkbox"/> ACE</p> <p><input type="checkbox"/> ASSIST-NIDA</p> <p><input type="checkbox"/> ASSIST-WHOV3</p> <p><input type="checkbox"/> AUDC</p> <p>Sleep +</p> <p><input type="checkbox"/> CMQ</p> <p><input type="checkbox"/> D.BAS</p> <p><input type="checkbox"/> ISI</p> <p><input type="checkbox"/> RLS</p> <p>Suicide Prevention +</p> <p><input type="checkbox"/> BHS</p> <p><input type="checkbox"/> BSL-24</p>
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[View All Instruments](#)

Instruments Chosen

▲
🗑️
▼

Add to Favorites
Remove from Favorites

Ordered By*

Interviewer*

Location*

Date

Consult

Cancel Patient Entry Staff Entry

Figure 17: Assign Assessment Modal

Assign Assessment ✕

<p>ADL/Func Status +</p> <p><input type="checkbox"/> BARTHEL INDEX</p> <p><input type="checkbox"/> CASE MIX</p> <p><input type="checkbox"/> FAST</p> <p><input type="checkbox"/> IADL</p> <p>Addiction-SUD +</p> <p><input checked="" type="checkbox"/> AUDC</p> <p><input type="checkbox"/> AUDIT</p> <p><input type="checkbox"/> BAM-C</p> <p><input type="checkbox"/> BAM-IOP</p> <p>Anxiety/PTSD +</p> <p><input type="checkbox"/> BAI</p> <p><input type="checkbox"/> CES</p> <p><input type="checkbox"/> D.ERS</p> <p><input type="checkbox"/> FOCI</p> <p>Cognitive +</p> <p><input type="checkbox"/> AD8</p> <p><input type="checkbox"/> BOMC</p> <p><input type="checkbox"/> CDR</p> <p><input type="checkbox"/> GDS DEMENTIA</p> <p>Couples/Family Func +</p> <p><input type="checkbox"/> CSI</p> <p><input type="checkbox"/> CSI PARTNER VERSION</p> <p><input type="checkbox"/> CSI-4</p> <p><input type="checkbox"/> CSI-4 PARTNER VERSION</p>	<p>Employment</p> <p><input type="checkbox"/> ERS</p> <p><input type="checkbox"/> IJSS</p> <p>Frequent MBCs +</p> <p><input checked="" type="checkbox"/> BASIS-24</p> <p><input type="checkbox"/> ISS-2</p> <p><input type="checkbox"/> PCL-5 WEEKLY</p> <p><input type="checkbox"/> PHQ9</p> <p>General Symptoms +</p> <p><input checked="" type="checkbox"/> BASIS-24</p> <p><input checked="" type="checkbox"/> BSL-23</p> <p><input checked="" type="checkbox"/> BUSS</p> <p><input type="checkbox"/> CCSA-DSM5</p> <p>Pain</p> <p><input type="checkbox"/> AD8</p> <p>Pain / Health +</p> <p><input type="checkbox"/> BBHI-2</p> <p><input type="checkbox"/> COPD</p> <p><input type="checkbox"/> FTND</p> <p><input type="checkbox"/> HSI</p> <p>Personality +</p> <p><input type="checkbox"/> MBMD</p> <p><input type="checkbox"/> MCM13</p> <p><input type="checkbox"/> MCM14</p> <p><input type="checkbox"/> MMPI-2-RF</p> <p>Psychosis</p> <p><input type="checkbox"/> AIMS</p>	<p>Recovery +</p> <p><input type="checkbox"/> BRS</p> <p><input type="checkbox"/> IMRS</p> <p><input type="checkbox"/> ISMI</p> <p><input type="checkbox"/> MHRM</p> <p>Screening +</p> <p><input type="checkbox"/> ACE</p> <p><input type="checkbox"/> ASSIST-NIDA</p> <p><input type="checkbox"/> ASSIST-WHOV3</p> <p><input checked="" type="checkbox"/> AUDC</p> <p>Sleep +</p> <p><input type="checkbox"/> CMQ</p> <p><input type="checkbox"/> D.BAS</p> <p><input type="checkbox"/> ISI</p> <p><input type="checkbox"/> RLS</p> <p>Suicide Prevention +</p> <p><input type="checkbox"/> BHS</p> <p><input type="checkbox"/> BSI18</p> <p><input type="checkbox"/> BSS</p> <p><input type="checkbox"/> C-SSRS</p>
--	--	--

[View All Instruments](#)

Cancel
Patient Entry
Staff Entry

Instruments Chosen

BSL-23

BASIS-24

BUSS

AUDC

▲

▼

🗑️

Ordered By*

Interviewer*

Location*

Date

Consult

Figure 18: Favorites

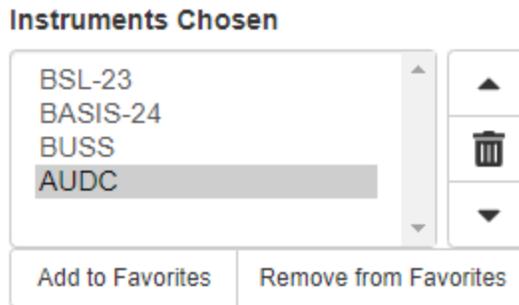
Favorites

- AUDC
- BASIS-24
- BSL-23
- BUSS

2.2.4. Instrument Chosen

Once the instrument(s) are selected, the user can see those instruments in the **Instruments Chosen** field on the right side of the **Assign Assessment** modal.

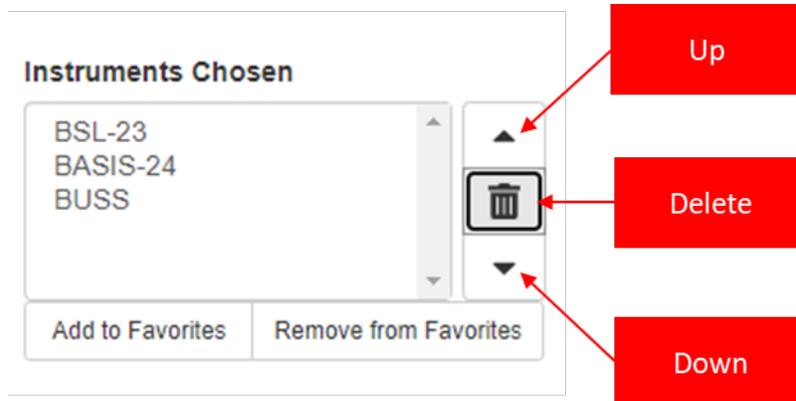
Figure 19: Instruments Chosen Field



2.2.5. Tools

The user is given the ability to adjust the order of the instruments by using the **Up** and **Down** arrows to prioritize the list of instruments in a multi-instrument assessment. There is also a **Delete** button that allows the user to remove instrument(s) from the list before creating the assignment. The user needs to select the instrument(s) they do NOT want to include in the assessment (instrument(s) is/are highlighted), and then select the **Delete** button.

Figure 20: Instruments Chosen Field (Tools)



2.2.6. Favorites

MHA Web provides the functionality to add up to eight items to a Favorites list. To add items to the Favorites list, the user needs to select the instruments from the **Assign Assessments** page. Once the instruments are selected, they will show up in the **Instruments Chosen** section. From the **Instruments Chosen** section, the user needs to click the **Add to Favorites** button to add the instruments to the **Favorites** list. To delete instruments from the **Favorites** list, the user must select the instruments that already exist in the **Favorites** section, the instruments will show up in the **Instruments Chosen** section. In the **Instruments Chosen** section, select those instruments and click on the **Remove from Favorites** button to remove the instruments from the **Favorites** section.

Figure 21: Error Message – Maximum Number of Favorites

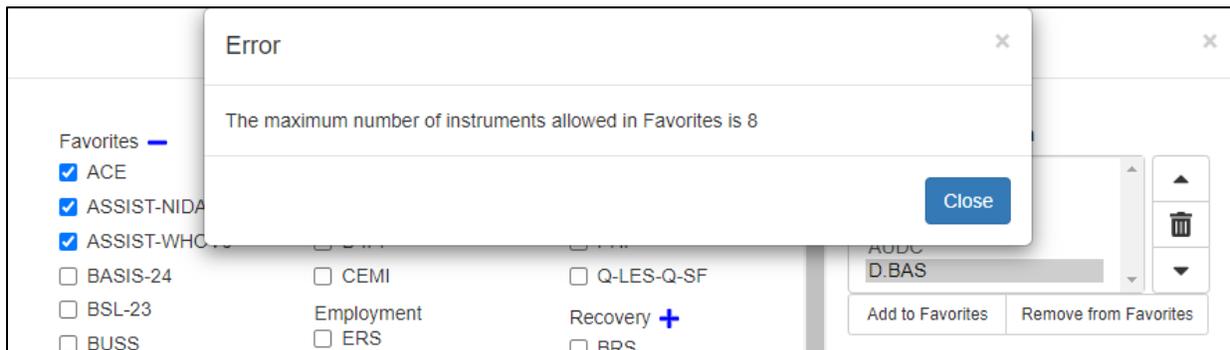


Figure 22: Favorites List – Maximum Number of Favorites

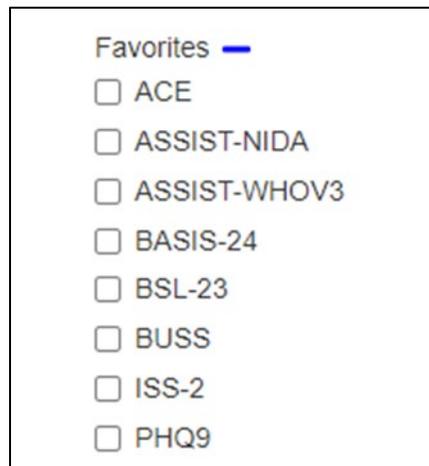


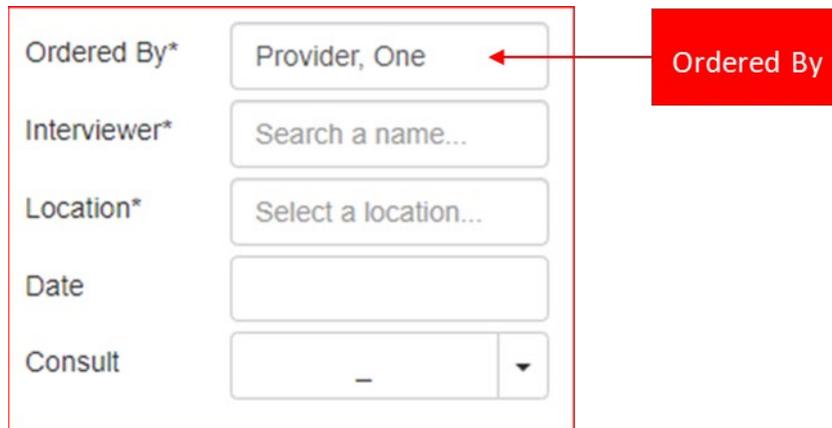
Figure 23: Favorites List



2.2.7. Ordered By

The user must select the name of the individual ordering the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, the application begins searching for (and returning to the user) a list of viable names in a dropdown field. Highlighting or selecting the name will finish the process of entering the **Ordered By** name. This is a required field, and without it filled in, the assignment will not be created.

Figure 24: Ordered By Field



2.2.8. Interviewer

The user must select the name of the individual interviewing the patient for the assessment. The text search for this field is dynamic, and as soon as the user has entered at least 2 letters into the field, the application begins searching for, and returning to the user, a list of viable names in a dropdown field. Highlighting or selecting the name finishes the process of entering the **Interviewer** name. This is a required field and without it filled in, the assignment will not be created.

Figure 25: Interviewer Field

Ordered By* Provider, One

Interviewer* Provider, o

Location* Provider, One

Date

Consult

2.2.9. Location

The user must select the name of the location of the assessment. The text search for this field is dynamic, as soon as the user has entered at least 2 letters into the field, the application begins searching for and returning to the user a list of viable names in a dropdown field. Highlighting or selecting the name finishes the process of entering the **Location** name. This is a required field and without it filled in, the assignment will not be created.

Figure 26: Location Field

Ordered By* Provider, One

Interviewer* Provider, One

Location* Me

Date

Consult

2.2.10. Date

The user has the option to select a **Date** for the date related to the assessment. The **Date** can be selected by clicking the field and selecting the appropriate date from the displayed list. This is a required field to complete the assignment creation process.

Figure 27: Date Field

The screenshot shows a form with five fields: "Ordered By*", "Interviewer*", "Location*", "Date", and "Consult". The "Date" field contains "06/29/2021" and has a calendar dropdown open. The calendar is for "June 2021" and shows the date "29" selected. The "Consult" field is currently empty.

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

2.2.11. Consult

The user has the option to select a consult if there is a consult related to the assessment. The **Consult** can be selected by clicking the dropdown arrow beside the **Consult** field and selecting the appropriate consult from the displayed list. This is an optional field and is NOT required to complete the assignment creation process.

Figure 28: Consult Field

The screenshot shows the same form as Figure 27, but with the "Date" field set to "06/29/2021" and the "Consult" field set to a hyphen "-" with a dropdown arrow. A red callout box labeled "Consult" has an arrow pointing to the dropdown arrow of the "Consult" field.

2.2.12. Cancel

If the user does not want to continue with the creation of an assignment, they can select the **Cancel** button, which closes the **Assign Assessment** modal and return the user to the MHA Web landing page.

Figure 29: Assign Assessment Action Buttons



2.2.13. Patient Entry

When selecting the **Patient Entry** button, the application creates an Assignment ID that is displayed in a small window on the screen. This number is the **PIN** that is given to a patient so the patient can complete their assessment.

Figure 30: Assign Assessment Action Buttons



The patient name must be verified before entering questionnaire data. Once verified, the clinician or other representative in the Mental Health (MH) clinic provides the **PIN** to the patient. The patient will use either a kiosk or an iPad, enter the **PIN** and the last 4 numbers of their SSN into the landing page of the Patient Entry application, and complete the desired administration(s) for the clinician. For a more detailed explanation of the process for using the Patient Entry application, reference the **MHA Patient Entry User Manual** in the VDL.

Figure 31: Patient Entry Assignment ID Modal



2.2.14. Staff Entry

When selecting the **Staff Entry** button, the application immediately launches the assessment in **Staff Entry** mode. This is the mode the clinician uses to complete the patient assessment. Further detailed information regarding this functionality can be found in the **Executing a Staff Entry Assignment** section.

Figure 32: Assign Assessment Action Buttons



The patient name must be verified before entering questionnaire data.

2.3. Creating and Executing a CAT Assignment

MHA Web provides users the ability to create assignments for patients. To create an assignment with a CAT instrument, the user must select the **Add Assignment** icon  above the **Active Assignments** table, this action causes a new screen to appear. This is the **Assign Assessment** modal which is used for assigning instrument(s) to a patient and completing the assignment creation process. This modal is also the starting point for a staff entered assessment. This is covered in greater detail in the **Executing a Staff Entry Assignment** section of this document.

The first step to creating an assignment for a patient is selecting the desired instrument(s) for that patient. To select an instrument, the user must ‘check’ the box beside the instrument name. If more than 1 instrument is desired, the user must ‘check’ the box beside all desired instruments. The selection of a CAT instrument disables all non-CAT instruments from selection.

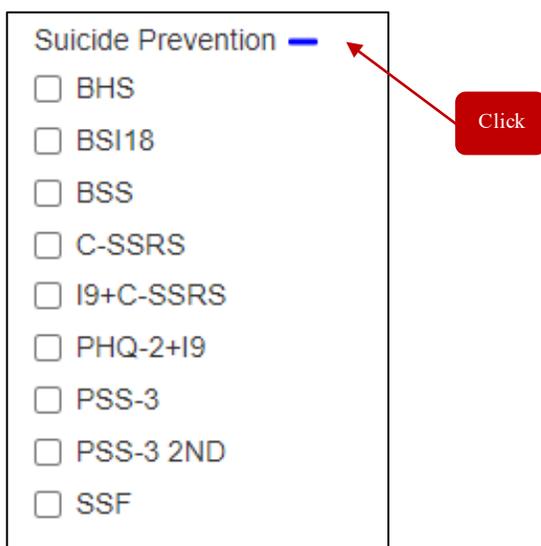
Figure 33: Assign Assessment Action Buttons

The screenshot displays the 'Assign Assessment' window. On the left, there are several categories of instruments, each with a plus sign icon to expand it. The categories include Favorites, ADL/Func Status, Addiction-SUD, Anxiety/PTSD, CAT/CAD, Cognitive, Depression, EBP, Employment, Frequent MBCs, General Symptoms, Pain, Pain / Health, Psychosis, Quality of Life, Recovery, Screening, Sleep, and Suicide Prevention. Each category contains a list of instrument names with checkboxes. On the right, the 'Instruments Chosen' section shows a list of selected instruments (CAT-ANX, CAT-ADHD) with a trash icon and buttons for 'Add to Favorites' and 'Remove from Favorites'. Below this, there are several dropdown menus for 'Ordered By*', 'Interviewer*', 'Location*', 'Date', 'Consult', 'CAT Timeframe', and 'CAT Language'. At the bottom right, there are three buttons: 'Cancel', 'Patient Entry', and 'Staff Entry'.

2.3.1. Instrument Categories

The instruments have been sorted into sub-lists under specific categories. If the user is unable to locate the desired instrument for the patient, the user can select the  icon next to a category to expand the list of instruments within that category. Inversely, if the user wants to reduce the list of instruments within a category, they must select the  icon.

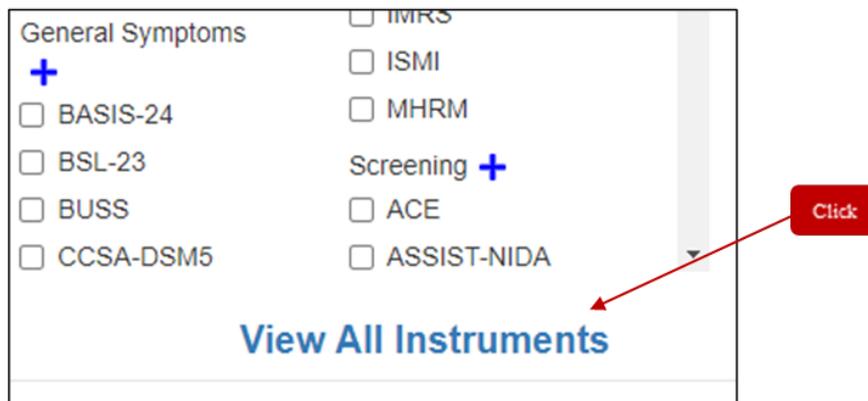
Figure 34: Expanded Category



2.3.2. View All Instruments

If the user does not know which category the instrument(s) they are looking for is associated with, there is a **View All Instruments** option at the bottom of the screen that allows the user to list all available instruments in alphabetical order. To access the full list of available instruments, the user can use the scroll bar to move down the page to find the desired instrument(s).

Figure 35: Expanded Category



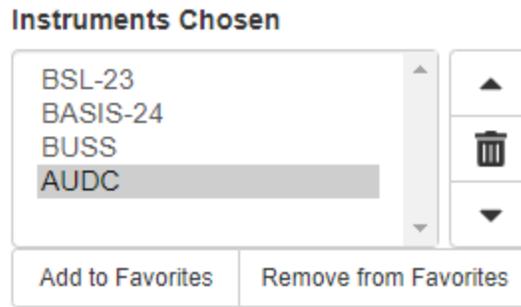
2.3.3. View Instruments Categories

If the user wants to return to the categorized view of the available instruments, they can select the **View Instrument Categories** option and the modal will return to the original display format.

2.3.4. Instrument Chosen

Once the instrument(s) is/are selected, the user can see those instruments in the **Instruments Chosen** field on the right side of the **Assign Assessment** modal.

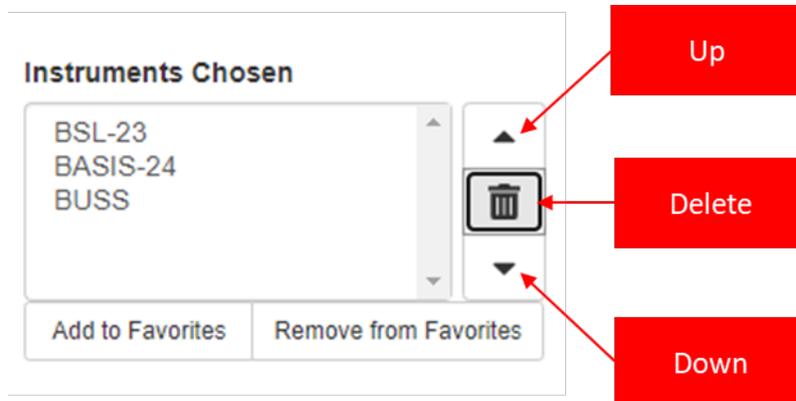
Figure 36: Instruments Chosen Field



2.3.5. Tools

The user can adjust the order of the instruments by using the **Up** and **Down** arrows to prioritize the list of instruments in a multi-instrument assessment. There is also a **Delete** button that allows the user to remove instrument(s) from the list before creating the assignment. The user needs to select the instrument(s) they do NOT want to include in the assessment (those instrument(s) will be highlighted), and then select the **Delete** button.

Figure 37: Instruments Chosen Field (Tools)



2.3.6. Favorites

MHA Web provides the functionality to add up to eight items to a Favorites list. To add items to the Favorites list, the user must select the instruments from the **Assign Assessments** page. Once the instruments are selected, they will show up in the **Instruments Chosen** section. From the **Instruments Chosen** section, the user must click the **Add to Favorites** button to add the instruments to the **Favorites** list. To delete instruments from the **Favorites** list, the user must select the instruments that already exist in the **Favorites** section, the instruments will appear in the **Instruments Chosen** section. In the **Instruments Chosen** section, select those instruments and click on the **Remove from Favorites** button to remove the instruments from the **Favorites** section. This functionality works the same for both CAT and non-CAT instruments.

Figure 38: Error Message – Maximum Number of Favorites

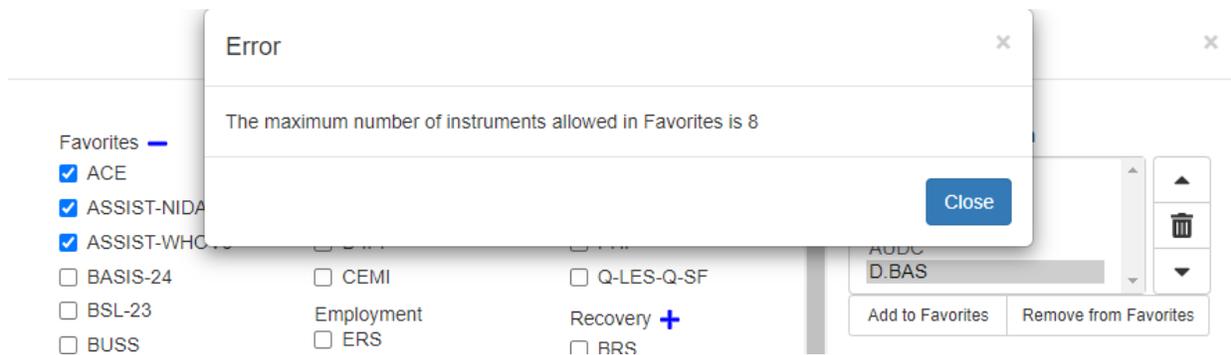


Figure 39: Favorites List – Maximum Number of Favorites

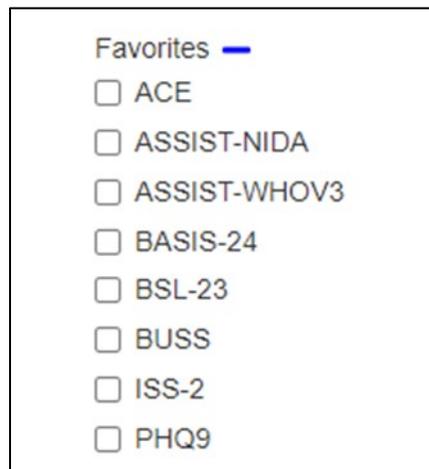


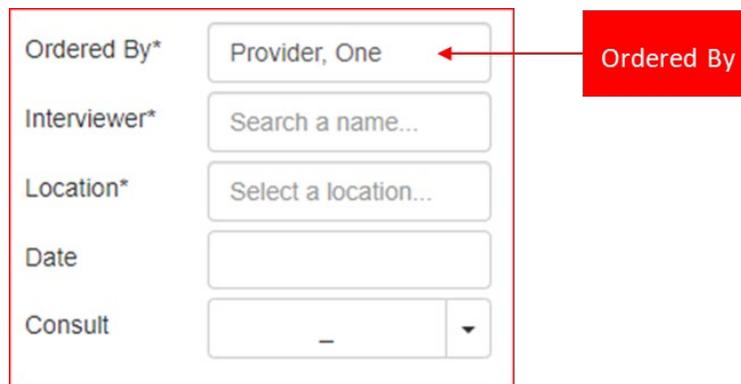
Figure 40: Favorites List



2.3.7. Ordered By

The user must select the name of the individual ordering the assessment. The text search for this field is dynamic, as soon as the user has entered at least 2 letters into the field, the application begins searching for (and returning to the user) a list of viable names in a dropdown field. Highlighting or selecting the name finishes the process of entering the **Ordered By** name. This is a required field, without it filled in, the assignment will not be created.

Figure 41: Ordered By Field



2.3.8. Interviewer

The user must select the name of the individual interviewing the patient for the assessment. The text search for this field is dynamic, as soon as the user has entered at least 2 letters into the field, the application begins searching for, and returning to the user, a list of viable names in a dropdown field. Highlighting or selecting the name finishes the process of entering the **Interviewer** name. This is a required field and without it filled in, the assignment will not be created.

Figure 42: Interviewer Field

Ordered By* Provider, One

Interviewer* Provider, o

Location* Provider, One

Date

Consult Provider, One hundi

2.3.9. Location

The user must select the name of the location of the assessment. The text search for this field is dynamic, as soon as the user has entered at least 2 letters into the field, the application begins searching for, and returning to the user, a list of viable names in a dropdown field. Highlighting or selecting the name finishes the process of entering the **Location** name. This is a required field and without it filled in, the assignment will not be created.

Figure 43: Location Field

Ordered By* Provider, One

Interviewer* Provider, One

Location* Me

Date ME NTAL HYGIENE

Consult ME NTAL HYGIENE-C

2.3.10. Date

The user has the option to select a **Date** for the date related to the assessment. The **Date** can be selected by clicking the field and selecting the appropriate date from the displayed list. This is a required field to complete the assignment creation process.

Figure 44: Date Field

The screenshot shows a form with the following fields: "Ordered By*" (Provider, One), "Interviewer*" (Provider, One), "Location*" (MENTAL HYGIENE), "Date" (06/29/2021), and "Consult". A calendar dropdown is open for the "Date" field, showing the month of June 2021. The date 29 is highlighted in blue.

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

2.3.11. Consult

The user has the option to select a consult if there is a consult related to the assessment. The **Consult** can be selected by clicking the dropdown arrow beside the **Consult** field and selecting the appropriate consult from the displayed list. This is an optional field and is NOT required to complete the assignment creation process.

Figure 45: Consult Field

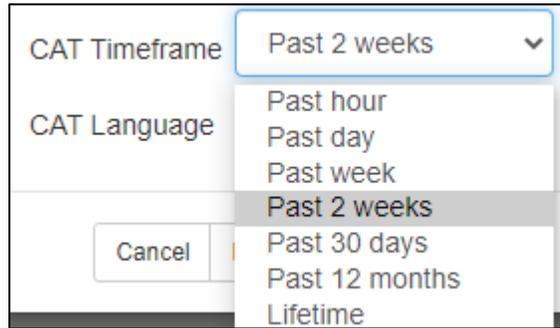
The screenshot shows a form with the following fields: "Ordered By*" (Provider, One), "Interviewer*" (Provider, One), "Location*" (MENTAL HYGIENE), "Date" (06/29/2021), and "Consult". The "Consult" field contains a hyphen and a dropdown arrow. A red callout box labeled "Consult" has an arrow pointing to the dropdown arrow in the "Consult" field.

2.3.12. CAT Timeframe

When administering a CAT instrument, the user is provided the opportunity to specify the timeframe related to the responses from the patient. If the user desires the answers to be

associated with the patient’s health over the past week, then the user can select **Past week**. There are several options available to the user for selection, but the default is **Past 2 weeks**.

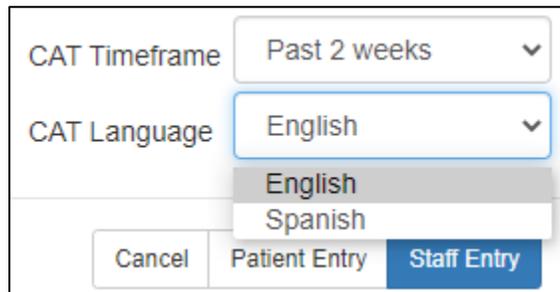
Figure 46: Assign Assessment Action Buttons



2.3.13. CAT Language

When administering a CAT instrument, the user is provided the opportunity to specify the preferred language for the patient. If the patient desires a language other than English, the user can select it. The default value is **English**, and currently **Spanish** is also an option.

Figure 47: Assign Assessment Action Buttons



2.3.14. Cancel

If the user does not want to continue with the creation of an assignment, they can select the **Cancel** button, which closes the **Assign Assessment** modal and returns the user to the MHA Web landing page.

Figure 48: Assign Assessment Action Buttons



2.3.15. Patient Entry

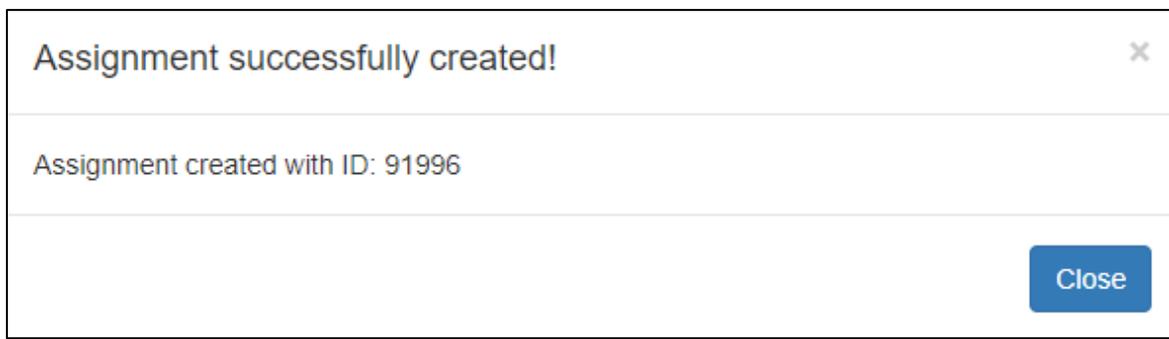
When selecting the **Patient Entry** button, the application creates an Assignment ID that is displayed in a small window on the screen. This number is the **PIN** that is given to a patient so they can complete their assessment.

Figure 49: Assign Assessment Action Buttons



The patient name must be verified before entering questionnaire data. Once verified, the clinician or other representative in the MH clinic provides the **PIN** to the patient. The patient uses either a kiosk or an iPad, enters the **PIN** and the last 4 numbers of their SSN into the landing page of the Patient Entry application, and completes the desired administration(s) for the clinician. For a more detailed explanation of the process of using the Patient Entry application, reference the **MHA Patient Entry User Manual** in the VDL.

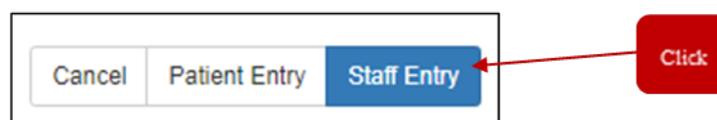
Figure 50: Patient Entry Assignment ID Modal



2.3.16. Staff Entry

When the **Staff Entry** button is selected, the application immediately launches the assessment in Staff Entry mode. This is the mode the clinician uses to complete the patient assessment. Further detailed information regarding this functionality can be found in the **Executing a Staff Entry Assignment** section.

Figure 51: Assign Assessment Action Buttons



The patient name must be verified before entering questionnaire data.

2.3.17. Staff Entry – Terms of Service

The Terms of Service for the CAT administration must be accepted before the administration can begin. A detailed outline of the Terms of Service can be viewed by selecting the **HERE** link in the webpage.

Figure 52: CAT Terms of Service

CAT-CAD Interview Options

ONE PATIENT
SSN xxx-xx-0001

ADAPTIVE TESTING TECHNOLOGIES, INC.
TERMS OF SERVICE

USE OF THIS WEBSITE IS GOVERNED BY TERMS OF SERVICE YOU CAN ACCESS [HERE](#). ADAPTIVE TESTING TECHNOLOGIES, INC. REQUIRES YOUR APPROVAL TO THESE TERMS OF SERVICE BEFORE ITS SERVICES CAN BE USED. PLEASE CLICK ON 'I AGREE' TO INDICATE THAT YOU ACCEPT THE TERMS OF SERVICE OR 'I DECLINE' TO EXIT THE APPLICATION.

I Agree I Decline

2.3.18. Staff Entry – Begin Questions

This window displays the instructions regarding the completion of the CAT and should be reviewed thoroughly by the user before proceeding.

Figure 53: CAT Begin Questions

CAT-CAD Interview Options

Read each question carefully – there are no right or wrong answers. Please note that NOT all the questions refer to symptoms of an illness.

Please answer each of the questions by selecting your answer and then clicking **Next** to continue. You must answer each question before moving to the next question.

Begin questions

2.3.19. Staff Entry – Timeframe Reminder

A timeframe reminder window appears which includes the timeframe selected during the creation of the CAT administration. This is the timeframe to use when answering the questions.

Figure 54: CAT Timeframe Reminder

CAT-CAD Interview Options

Answer the following questions based on how you felt over **the past 2 weeks** unless otherwise specified.

Next Question

2.3.20. Staff Entry – CAT Administration Questions

CAT administrations are always executed one question at a time. Due to the complexity of integration of the questions for multi-CAT administrations, and embedded skip logic related to certain questions, no question numbers or progress status are displayed to the user. Furthermore, the ability to go backward and answer a previous question is not available to the user during a CAT administration.

Figure 55: CAT Administration



CAT-CAD Interview Options - ONE.PATIENT SSN xxx-xx-0001

Timeframe: past 2 weeks

How much difficulty have you been having in the area of fear, anxiety or panic?

- No difficulty
- A little difficulty
- Moderate difficulty
- Quite a bit of difficulty
- Extreme difficulty

Next Question

Figure 56: CAT Administration



CAT-CAD Interview Options - ONE.PATIENT SSN xxx-xx-0001

Timeframe: past 2 weeks

How much were you distressed by spells of terror or panic?

- Not at all
- A little bit
- Moderately
- Quite a bit
- Extremely

Next Question

2.3.21. Staff Entry – CAT Administration Completion

Once the administration is complete, the user is directed to an instrument completion page that notifies the user that the answers have been submitted. The user must select the **Close** button to proceed to the next step in the administration process, which in Staff Entry is reviewing the results and either creating or not creating the unsigned progress note related to the administration.

Figure 57: CAT Administration Completion



CAT-CAD Interview Options - ONE.PATIENT SSN xxx-xx-0001

Thank you! Your answers have been submitted.

Your responses may not be reviewed in real time. You are encouraged to discuss your responses with your care team.

If you are in crisis, you can contact the Veterans Crisis Line 24 hours a day:

- Call 1-800-273-8255 (press "1" for Veteran)
- Use the chat feature at <https://www.veteranscrisisline.net/>
- Text 838255

If you have an urgent or life-threatening issue, call 911 or go to the nearest emergency room.

You may now press close below to finish.

Close

Figure 58: CAT Finished Assessment (Submitted)

Progress Note ONE PATIENT
SSN xxx-xx-0001

Computerized Adaptive Interview

Date Given: 07/29/2021
Clinician: Provider,One
Location: Mental Hygiene

Veteran: One, Patient
SSN: xxx-xx-0001
DOB: Apr 7, 1935 (86)
Gender: Male

Anxiety Disorder
Category: moderate
Severity: 61.6
Precision: 5.2
Probability: 0.856
Percentile: 75.2

Adult ADHD
Category: mild
Severity: 36.6
Precision: 5.8

Questions and Answers:

How much difficulty have you been having in the area of fear, anxiety or panic?
Moderate difficulty

How much were you distressed by spells of terror or panic?
A little bit

How much have you been bothered by feeling terrified?
Somewhat

How much were you distressed by suddenly feeling scared for no reason?
A little bit

Have you worried a lot about things?
Extremely

It scared me when I was nervous.
Quite a bit

I felt frightened.

2.3.22. Completed CAT Administrations

CAT instruments are displayed by name in the main landing page of MHA Web under the **Completed Instruments** section. When the user selects the instrument name, the latest report displays.

NOTE: when completing a multi-CAT administration, the time stamp for all CAT instruments completed will be the same for the same date. Also, the graphing capabilities for all instruments will remain the same, and the user will be able to view the data in a graphical format.

Figure 59: Assign Assessment Action Buttons

Completed Instruments:

PHQ9 ⚠️ + PHQ-2+9 ⚠️ + C-SSRS ⚠️ **CAT-ANX** CAT-ADHD IADL BAM-R BSL-23 ATQ

CAT-ANX Jul 29, 2021@13:33:32

Anxiety Disorder, Computerized Adaptive Test (CAT-ANX)

Date Given: 07/29/2021
Clinician: Provider,One
Location: Mental Hygiene

Veteran: One, Patient
SSN: xxx-xx-0001
DOB: Apr 7, 1935 (86)
Gender: Male

Anxiety Disorder
Category: moderate
Severity: 61.6
Precision: 5.2
Probability: 0.856
Percentile: 75.2

Questions and Answers:

How much difficulty have you been having in the area of fear, anxiety or panic?
Moderate difficulty

How much were you distressed by spells of terror or panic?
A little bit

How much have you been bothered by feeling terrified?
Somewhat

How much were you distressed by suddenly feeling scared for no reason?
A little bit

Have you worried a lot about things?
Extremely

Figure 60: Assign Assessment Action Buttons

Completed Instruments:

PHQ9 ⚠️ + PHQ-2+9 ⚠️ + C-SSRS ⚠️ CAT-ANX **CAT-ADHD** IADL BAM-R BSL-23 ATQ

CAT-ADHD

Jul 29, 2021@13:33:32

Adult ADHD, Computerized Adaptive Test (CAT-ADHD)

Date Given: 07/29/2021
Clinician: Provider,One
Location: Mental Hygiene

Veteran: One,Fatient
SSN: xxx-xx-0001
DOB: Apr 7,1935 (86)
Gender: Male

Adult ADHD
Category: mild
Severity: 36.6
Precision: 5.8

Questions and Answers:

How much difficulty have you been having in the area of fear, anxiety or panic?
Moderate difficulty

How much were you distressed by spells of terror or panic?
A little bit

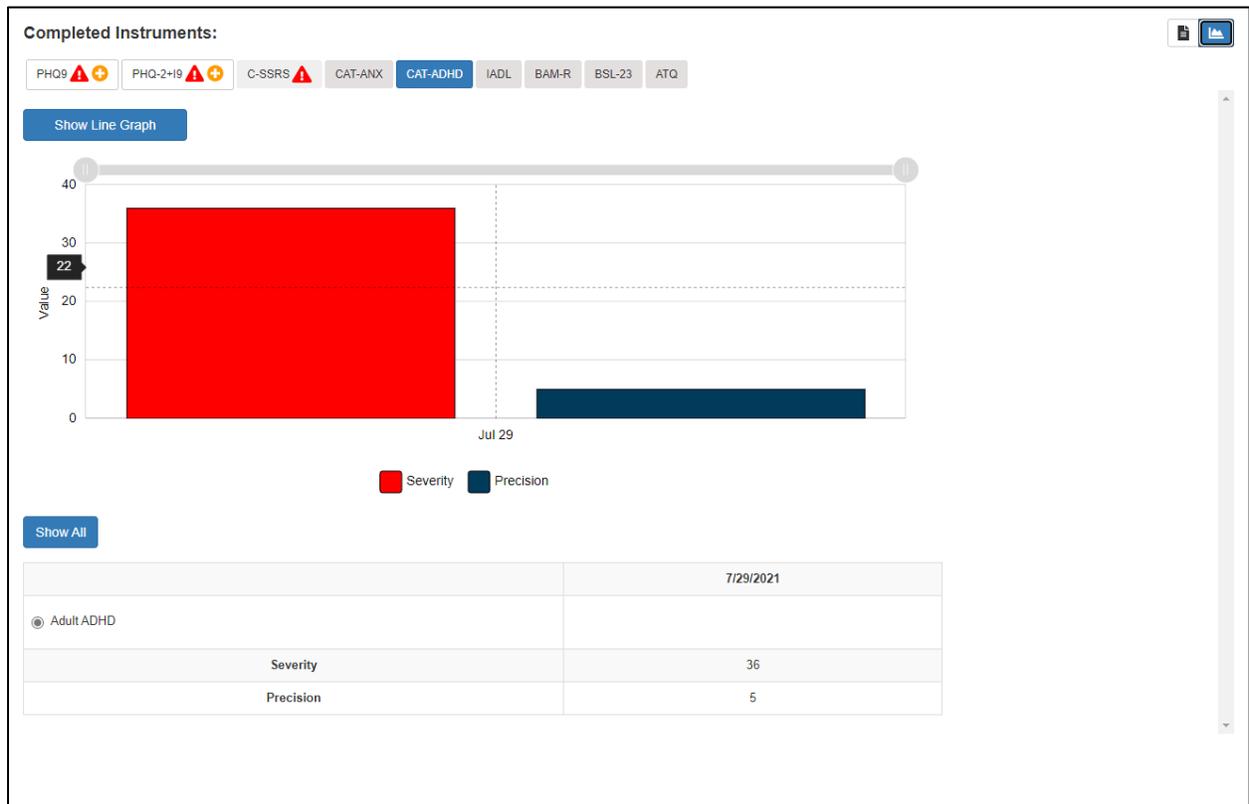
How much have you been bothered by feeling terrified?
Somewhat

How much were you distressed by suddenly feeling scared for no reason?
A little bit

Have you worried a lot about things?
Extremely

It scared me when I was nervous.
Quite a bit

Figure 61: Assign Assessment Action Buttons



2.4. Reviewing Assignment IDs in Active Assignments Table

When the user creates an Assignment ID by selecting the **Patient Entry** button in the **Assign Assessments** modal, the **Active Assignments** table is automatically updated with the new Assignment ID.

Figure 62: Active Assignments Table

Active Assignments				
Assignment ID	Instrument	Last Done	Progress	
<input type="checkbox"/>	Staff	PHQ9	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	BAM-R	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	C-SSRS	Dec 23, 2020	0%
<input type="checkbox"/>	Staff	PHQ-2+I9	Dec 23, 2020	0%
<input type="checkbox"/>	91996	IADL	Never	0%
<input type="checkbox"/>		AD8	Never	0%
<input type="checkbox"/>	1587	BAM-R	Dec 23, 2020	0%
<input type="checkbox"/>	99298	AUDIT	Never	0%

New Assignment ID

←

Staff Entry

If needed, the user can edit or delete the Assignment ID, whether it be **Patient** or **Staff** entry, by selecting the appropriate icon at the top of the table.

2.4.1. Edit an Assignment

In order to edit an assignment, the user must select the Assignment ID they wish to edit by checking the checkbox beside that ID. Then, select the **edit** icon  to perform the desired action. The **Edit Assignment** window appears allowing the user to perform the same functions as they would when creating an assignment with two exceptions. The user is not able to change the **Ordered By** nor the **Consult** fields. To save any changes, the user must select the **Save** button. If the user does NOT want to save changes made to the assignment, they must select the **Cancel** button. Either action returns the user to the MHA Web landing page.

*****NOTE*** It is important to remember that an Assignment ID CANNOT be edited once the assessment has been started (anything above 0% complete). If an assignment is partially complete, the ‘edit’ option will not be available to the user. The only options are to complete the assignment or delete it.**

Figure 63: Edit Assignment Window

The screenshot shows the 'Edit Assignment' window. On the left, there are several categories of instruments, each with a plus sign to expand it. The categories include: ADL/Func Status, Employment, Recovery, Addition-SUD, Frequent MBCs, Screening, Anxiety/PTSD, Pain, Sleep, Cognitive, Pain / Health, Suicide Prevention, Couples/Family Func, Personality, and Psychosis. Each category contains a list of instrument names with checkboxes. For example, under 'ADL/Func Status', 'FAST' is checked. On the right, the 'Instruments Chosen' panel shows a list of selected instruments: ACE, FAST, and ISS-2. Below this list are buttons for 'Add to Favorites' and 'Remove from Favorites'. Further down are fields for 'Ordered By*', 'Interviewer*' (with a search box), 'Location*' (with a dropdown), 'Date', and 'Consult'. At the bottom right, there are 'Cancel' and 'Save' buttons.

2.4.2. Delete an Assignment

To delete an assignment, the user must select the Assignment ID they wish to delete by checking the checkbox beside that ID, then select the **Delete** icon  to perform the desired action. The **Delete Assignment** window appears allowing the user to review and confirm the assignment before deleting it. To delete the assignment, user must select the **Delete** button. If the user does NOT want to delete the assignment, they must select the **Cancel** button. Either action returns the user to the MHA Web landing page.

*****NOTE*** User can delete an assignment ID once the assessment has begun (anything above 0% complete). If an assignment is partially complete, the ‘Delete’ option will be available to the user. The only options for the assignment are completing the assignment or deleting it.**

Figure 64: Delete Assignment Window

The screenshot shows a window titled "Delete Assignment" with a close button (X) in the top right corner. The window contains a list of assignment details:

Assignment ID	91996
Instruments	IADL, AD8
Ordered By	PROVIDER,ONE
Interviewer	PROVIDER,ONE
Location	MENTAL HYGIENE

At the bottom of the window, there are two buttons: a "Cancel" button and a red "Delete" button.

2.5. Executing a Staff Entry Assignment

Once the setup of an assignment has been completed, and the user selects the **Staff Entry** button, the **Staff Entry** mode of MHA Web automatically launches and allows the user to begin completing assessment(s).

Figure 65: Staff Entry Execution Screen

PHQ-2+I9 Options - ONE PATIENT SSN xxx

Please read each item carefully and give your best response. Over the past two weeks, how often have you been bothered by any of the following problems?

1. Little interest or pleasure in doing things

0. Not at all
 1. Several days
 2. More than half the days
 3. Nearly every day

2. Feeling down, depressed, or hopeless

0. Not at all
 1. Several days
 2. More than half the days
 3. Nearly every day

3. Thoughts that you would be better off dead or of hurting yourself in some way

0. Not at all
 1. Several days
 2. More than half the days
 3. Nearly every day

Cancel Use speed tab (use number key to speed data entry) 0% Finish

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2.5.1. Cancel

If the user decides they do not want to complete the assessment, they can select the **Cancel** button to end the **Staff Entry** session. MHA Web prompts the user to confirm their selection by opening a **Cancel Assessment** modal. The user can either select **Yes** to continue, or **No** to return to the assessment. If the user selects **Yes**, the user is returned to the MHA Web landing page and a **Staff** assignment is created in the **Active Assignments** table. In the event there are multiple instruments in the assignment, **Staff Entry** takes the user to the next instrument in the assignment after selecting **Cancel**. This continues until the user has cancelled out of all instruments in the assignment.

Figure 66: Cancel Assessment Modal

Are you sure you want to cancel the administration of: PHQ-2+I9

Yes No

2.5.2. Finish

Once an assessment has been completed, the user can select the **Finish** button and MHA Web will open the **Progress Note** window that allows the user to **Save Note**, **Do Not Save Note**, or **Copy Text**.

Figure 67: Finished Assessment (Unsubmitted)

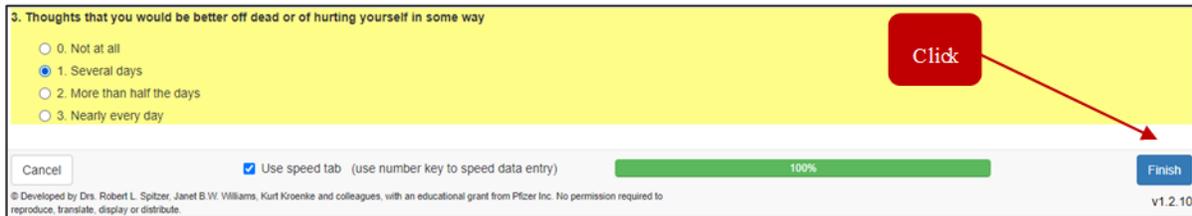


Figure 68: Finished Assessment (Submitted)



2.5.3. Save Note

Selecting the **Save Note** button creates a progress note for the administration in CPRS, and the progress note will also be accessible in the **Completed Instruments** section of MHA Web.

Example: Save Note button



2.5.4. Do Not Save Note

Selecting the **Do Not Save Note** button will NOT create a progress note for the administration in CPRS. However, the report created from the completed administration is accessible in the **Completed Instruments** section of MHA Web.

Example: Do Not Save Note button



2.5.5. Copy Text

Selecting the **Copy Text** button allows the user to copy the progress note information to the clipboard for pasting into other applications.

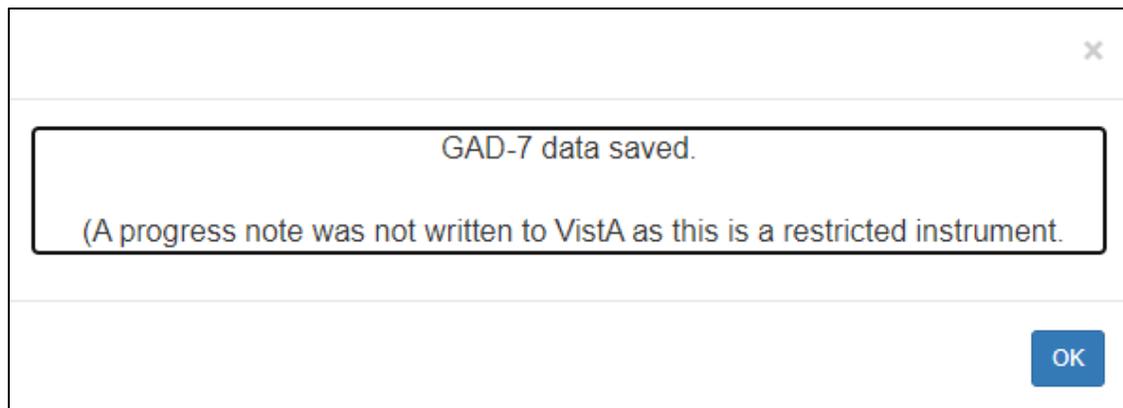
Example: Copy Text button



2.5.6. Restricted Instrument(s)

If the instrument being completed in the assessment is a restricted instrument, when the user selects **Finish**, MHA Web will NOT create a progress note to be stored in CPRS, and a modal will appear notifying the user as such. Selecting **Continue** returns the user to the MHA Web main landing page where they can then select the instrument name and view the report for that date of completion.

Figure 69: Restricted Instrument Warning Modal

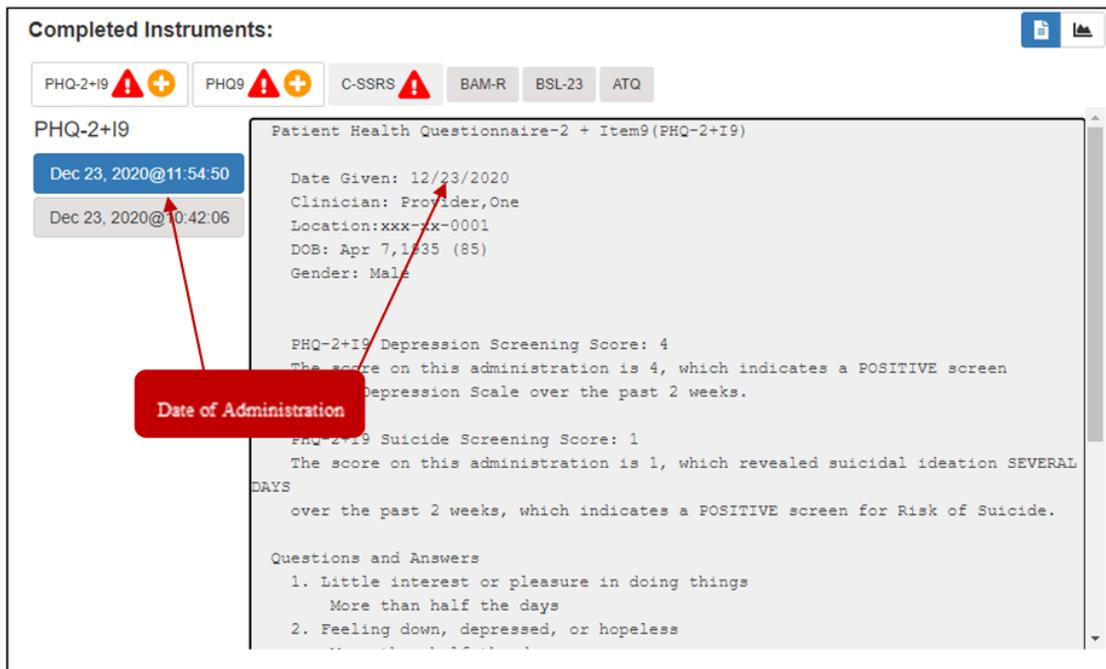


2.6. Reviewing Completed Assessments (Reports / Graphs)

2.6.1. Reports

Upon the completion of an assessment by either the patient, or a user, a report is generated for the completed assessment and is viewable in the **Completed Instruments** section of the main MHA Web landing page. To view this report, the user needs to select the desired instrument name and then select the appropriate date for the report. Once selected, MHA Web will display the details of the report for review.

Figure 70: Completed Instruments Field – Displayed Report



2.6.2. Graphs

The option to review the data within the report in a graphical format is also available to the user.

The user must select the  icon in order to see display the data. The history of all assessments related to that selected instrument is available for review, and a table of information is provided for reference.

Figure 71: Graphed Instrument Results Display



A legend is provided below the graph that displays the metric associated with each graphed color for assessments that have multi-value metrics. This information comes directly from the data table below the graph.

The user can also use the slider bar at the top of the graph to display data based on a date range desired by the user. The user must use their mouse to click on the slide bar and then drag it right or left to gain the desired display of graphed data.

Figure 72: Graph Slider Bar Adjustments (Expanded Range)

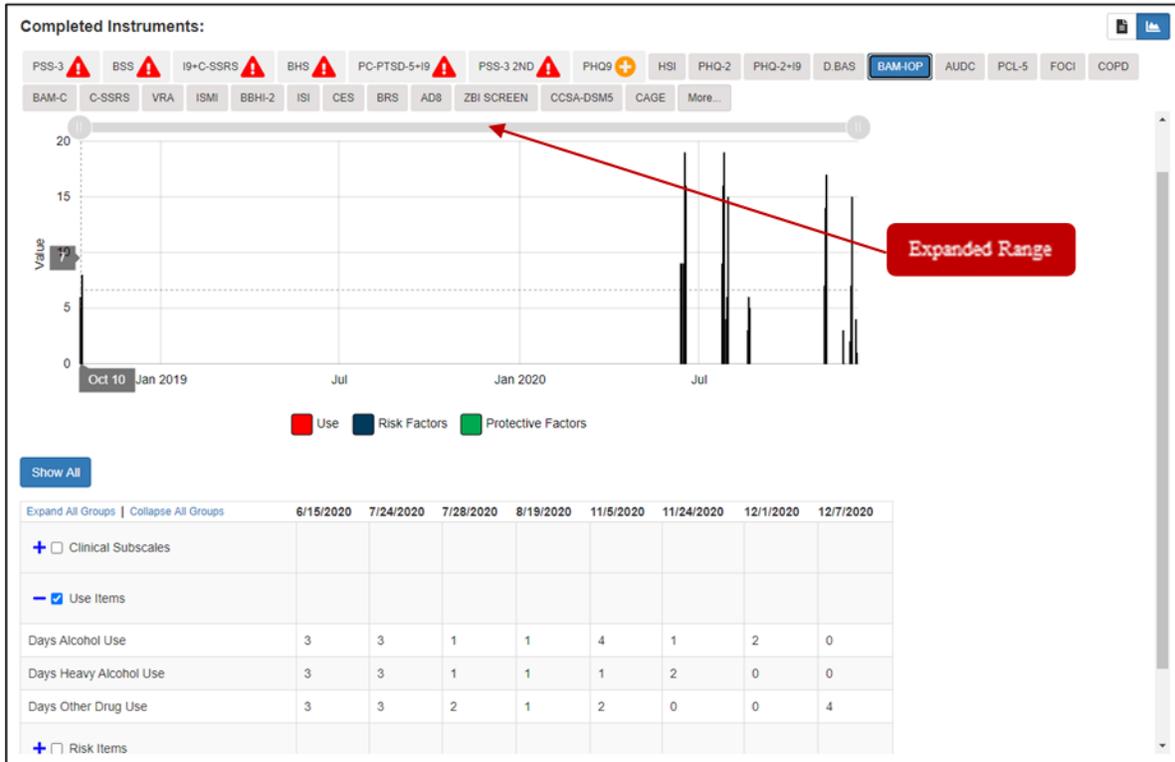


Figure 73: Graph Slider Bar Adjustments (Narrowed Range)



The table can also be filtered for specific trending information if the user so desires. This can be accomplished by selecting the icon beside a specific category in order to expand the subcategories and review the results. To graph the results for this subcategory, select the checkbox beside the category in the data reference table. The graphical display automatically updates based on the user selection, and the legend also updates to reflect which colors are associated with each component of the subcategories. Inversely, if the user wants to close the expanded category, they need to select the icon.

Figure 74: Expanded Category with Refreshed Data



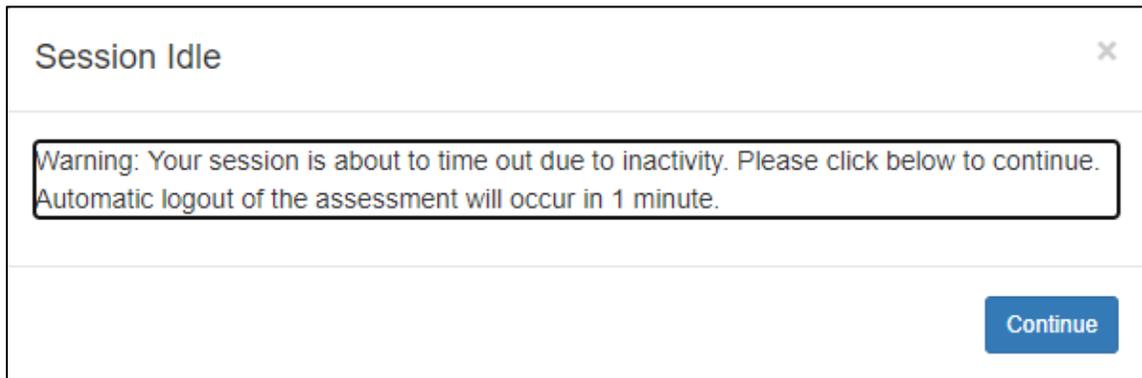
2.7. Application Time-Out Warnings

MHA Web has 2 different timeout requirements. These are relative to the function and security of the application.

2.7.1. Staff Entry 10-Minute Timeout

If the user is completing an administration and is idle for 10 minutes, MHA Web automatically ends that session and returns the user to the main landing page of the application. At the 9-minute mark, a warning modal appears allowing the user to continue the administration or log out of the administration.

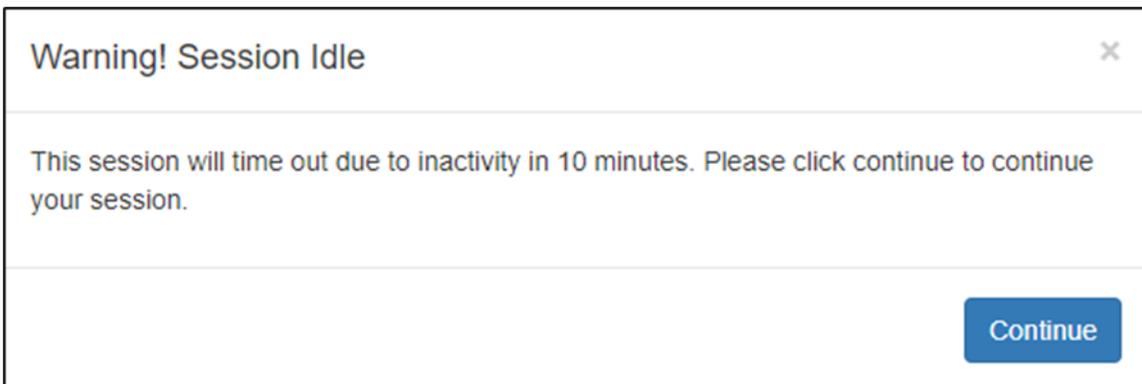
Figure 75: 10-Minute Timeout Modal



2.7.2. MHA Web Server Timeout

If the user is inactive in the application for 1 hour, MHA Web automatically ends that session and logs the user out of the application. At the 50-minute mark, a warning modal appears allowing the user to continue the session or be automatically logged out of the session.

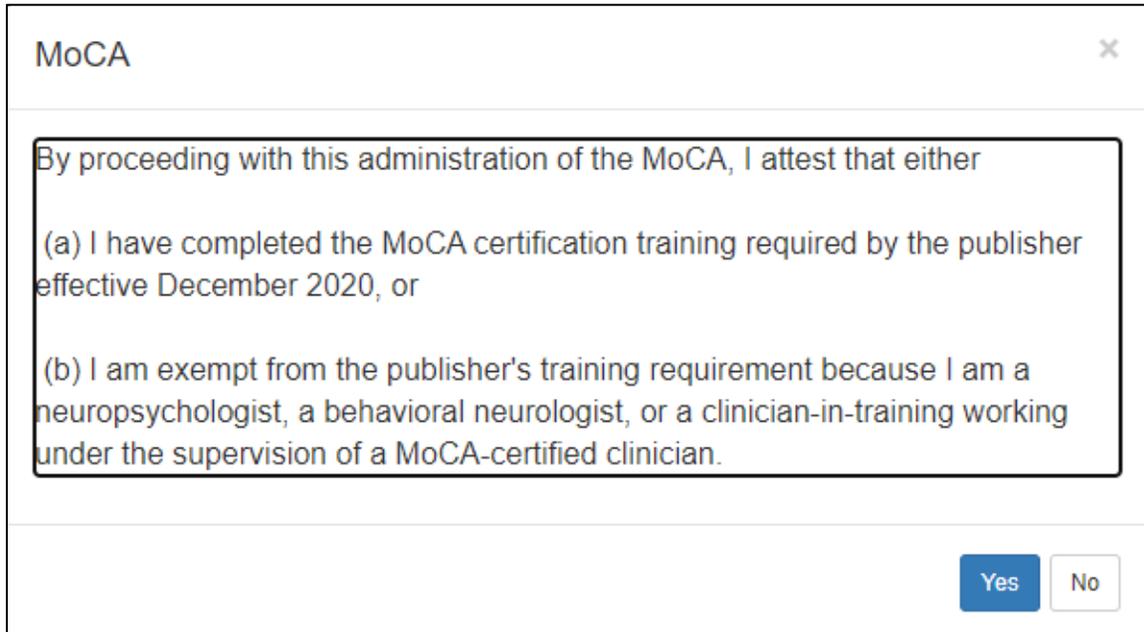
Figure 76: 1 Hour Timeout Modal



2.8. Special Instrument Notification in Staff Entry

Certain instruments require special training/certification before they can be executed by a clinician. When a clinician attempts to complete any of the MoCA instruments, a warning modal appears that informs them of the requirement for the certification training required in order to administer the instrument, this modal must be acknowledged before the clinician can proceed with the administration.

Figure 77: MoCA Certification Modal



The image shows a software modal dialog box titled "MoCA" with a close button (X) in the top right corner. The main content area contains the following text:

By proceeding with this administration of the MoCA, I attest that either

- (a) I have completed the MoCA certification training required by the publisher effective December 2020, or
- (b) I am exempt from the publisher's training requirement because I am a neuropsychologist, a behavioral neurologist, or a clinician-in-training working under the supervision of a MoCA-certified clinician.

At the bottom right of the modal, there are two buttons: a blue "Yes" button and a white "No" button with a grey border.

3. Acronyms

Term	Meaning
CAT	Computerized Adaptive Testing
CPRS	Computerized Patient Record System
IAM	Identity and Access Management
MH	Mental Health
MHA	Mental Health Assistant
MoCA	Montreal Cognitive Assessment
OIT	Office of Information and Technology
PIN	personal identification number
PIV	Personal Identity Verification
SSN	social security number
VA	Veterans Administration
VDL	VA Software Document Library